



Australian Government

TLIA2041 Manually sort mail and parcels

Release: 1

TLIA2041 Manually sort mail and parcels

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manually sort mail and parcels in accordance with workplace requirements, as part of work activities in the postal and allied industries.

It includes carrying out required preparations of the work area, manually sorting mail and parcels as well as finalising the required sorting processes.

The sorting processes include accurately and efficiently organising mail and parcels into groups for further processing or distribution, and containerising processed mail and parcels ready for transfer to the next processing or distribution point.

Work is normally performed under general supervision, usually in a team or outstation environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare to sort mail and parcels manually

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Individual and work team priorities and responsibilities are identified and confirmed

1.2 All work health and safety (WHS)/occupational health and

safety (OHS) and environmental protection workplace procedures and requirements are identified, accessed and applied

1.3 Availability of mail and parcels to be processed is identified and confirmed

1.4 Mail and parcels to be processed are transferred to processing point

1.5 Labels for identifying the destination of mail are created and affixed to trays

2 Sort mail and parcels manually

2.1 Internal operating procedures and standards are applied to the manual processing of parcels and mail

2.2 Mail and parcels are inspected to ensure all criteria have been met

2.3 Mail and parcels are sorted accurately and correctly in compliance with priority for processing and manual sorting procedures

2.4 Mail and parcels are handled safely to minimise risk of injury to people and damage to mail and parcels

2.5 Mail and parcels that are damaged, underpaid, incorrectly classified, or are non-conforming are identified, separated and re-processed in accordance with workplace procedures

2.6 Legal requirements and workplace policies and procedures in relation to the security of mail and parcels are followed

3 Complete process for manually sorting mail and parcels

3.1 Mail and parcel sorting frames/bag racks are cleared down, and mail and parcel containers/bags are sealed and labelled in accordance with workplace procedures

3.2 Mail and parcels are transferred to next processing or distribution point using appropriate shifting equipment and labels are scanned as required

3.3 Information required to complete records of mail and parcels processed is provided and recorded

3.4 Excess equipment is removed and work area is prepared for next activity/shift

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2041A Manually sort mail and parcels.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIA2041 Manually sort mail and parcels

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- applying security and safety precautions and required action to minimise, control or eliminate identified hazards
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in equipment and systems in accordance with operating procedures
- planning and prioritising own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to mail operations
- hazards that may occur when manually sorting mail and parcels, and ways of controlling the risks involved
- operational work systems, equipment, management and site operating systems for manually sorting mail and parcels
- problems that may occur when manually sorting mail and parcels and appropriate action that can be taken to resolve/avoid these problems
- relevant WHS/OHS and environmental protection procedures and guidelines, including relevant personal protective equipment and procedures for use
- requirements of mail sorting systems, operations and relevant equipment
- workplace procedures and policies for manually sorting mail and parcels.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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